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SEMIANNUAL
~~QUARTERLY~~ SUMMARY REPORT
TO THE
INTERAGENCY CLASSIFICATION REVIEW COMMITTEE

1. PERIOD ENDING (Show day, month,
year)

INTERAGENCY REPORT
CONTROL NUMBER

1217-GSA-QU

2. DEPARTMENT OR AGENCY

3. REFER QUESTIONS TO (Name and telephone number)

4. CLASSIFICATION ACTIONS (original, by authorized guide, or from extract or compilation) AND DECLASSIFICATION ASSIGNMENTS (exclude reproduction copies)

CLASSIFICATION	ADVANCE DECLASSIFICATION CURRENT PERIOD SCHEDULE		GENERAL DECLASSIFICATION CURRENT PERIOD SCHEDULE		EXEMPT CURRENT PERIOD		TOTALS OF CURRENT PERIOD ALL DOCUMENTS	
	QUARTER	YEAR TO DATE	QUARTER	YEAR TO DATE	QUARTER	YEAR TO DATE	QUARTER	YEAR TO DATE
TOP SECRET								
SECRET								
CONFIDENTIAL								
TOTALS								

5. DESCRIBE EFFORTS TO INCREASE PUBLIC ACCESS TO DECLASSIFIED DOCUMENTS AND IMPROVE MANAGEMENT OF CLASSIFIED MATERIALS (Attach exhibits or additional pages as necessary)

6. SUBMITTED BY (Signature)

7. TITLE

8. DATE

NATIONAL SECURITY INFORMATION OR MATERIAL REPORT OF MANDATORY REVIEW ACTIONS							Interagency Report Control No. 1222-GSA-QU		Dept. or Agency Period Ending (Day, month, year)				
TOTALS		REQUESTS			PROCEDURAL ACTIONS			ACTION BY DEPARTMENT/AGENCY			WITHHOLDING AUTHORIZED BY FREEDOM OF INFO ACT	CARRYOVERS	
YEAR TO DATE	PERIOD QUARTER CURRENT	NUMBER CARRIED OVER FROM PREVIOUS QUARTER PERIOD	NUMBER OF NEW REQUESTS RECEIVED	ESTIMATED NUMBER OF PAGES REVIEWED	NUMBER OF REQUESTS			NUMBER OF REQUESTS				TO NEXT QUARTER PERIOD	OVER 60 DAYS OLD
					OPINION ONLY OR REFERRED TO OTHER AGENCY FOR FINAL ACTION	DISALLOWED		GRANTED IN FULL	GRANTED IN PART	DENIED IN FULL			
						PREMATURE REQUEST	INSUFFICIENT PARTICULARITY						

Comments:

SUBMITTED BY (Signature)

TITLE

[illegible]

SUBMITTED BY (Signature)

NATIONAL SECURITY INFORMATION OR MATERIAL REPORT OF UNAUTHORIZED DISCLOSURES	DEPARTMENT (or Agency)	INTERAGENCY REPORT CONTROL NO. 1224-GSA-QU
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Definition—An unauthorized disclosure is defined as a communication or physical transfer of classified information or material to an unauthorized person. Reportable unauthorized disclosure cases are those which involve the release and disclosure of classified information, either deliberate or inadvertent, as contrasted to physical security violations such as, for example, an unattended open safe, or the confirmed loss of control of a classified document. It includes, but is not limited to, unauthorized disclosure of classified informa-

tion in a newspaper, journal or other publication or any other communications media where such information is traceable to a Department because of a direct quotation, or other uniquely identifiable fact. The principal criteria for determining whether an unauthorized disclosure is reportable to the ICRC include both: (1) the release and disclosure are of sufficient importance to warrant formal investigation; and (2) the formal investigation confirms that an important disclosure did occur.

Instructions—Provide the following details concerning each incident:

1. Date the incident occurred, if known.
2. Subject and security classification of the compromised information and whether the information can be declassified.
3. Identify the document (defined as any recorded information in any medium), if known.
4. Identify the publication (public press, technical journals, report, etc.) speech or briefing containing the unauthorized disclosure or the unauthorized recipient of the classified information.
5. Include the Department's (or Agency) evaluation of the impact of the unauthorized disclosure on national security.
6. Indicate whether the unauthorized disclosure has been referred to the Department of Justice for prosecution, and the probable jurisdiction. In lieu of recommended legal action, indicate other action taken or pending.
7. Where appropriate, state action planned or taken to prevent similar disclosures or recurrences.
8. Attach additional sheets or exhibits as necessary.
9. Submit report on this form no later than thirty calendar days after the end of each quarter.

DESCRIPTION OF INCIDENT

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, Title, Signature)

PERIOD ENDING (Day, Month, Year)

NATIONAL SECURITY INFORMATION OR MATERIAL REPORT OF CLASSIFICATION ABUSES	DEPARTMENT (or Agency)	INTERAGENCY REPORT CONTROL NO. 1223-GSA-QU
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Definition—A classification abuse is an unnecessary classification, or an over or underclassification of a document; failure to assign the proper downgrading and declassification schedule; or improper application of classification markings.

It specifically applies to placing a document in an exempt declassification category except as provided by Executive Order 11652 and the NSC directive governing the classifica-

tion downgrading, declassification and safeguarding of National Security information. A classification abuse also includes any classification action by an individual not authorized in writing to exercise appropriate classification or exemption authority, or the improper delegation of such. Classification abuses becoming known during the reporting period (30 calendar days after the end of each calendar quarter) should be reported.

TYPE OF ABUSE	NUMBER OF ABUSES						TOTALS
	Corrected immediately no further action necessary	WRITTEN NOTIFICATION			REPRIMAND		
		Letter of Instrns	Cautionary Letter	Formal notice	Oral	Admin.	
Classifying without authority							
Unnecessary classification							
Over-classification							
Failure to show classification authority							
Failure to apply Downgrading/Declassification							
Exempted without authority							
No internal classification markings used (Agencies where internal markings are mandatory)							
Improperly marked or stamped							
Other (Describe abuse)							
Other (Describe abuse)							
Other (Describe abuse)							
GRAND TOTALS							

REMARKS (Describe programs or actions taken during the report period to preclude classification abuses.)

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, title, signature)

PERIOD ENDING (Day, month, year)